Permit #F00149067

FilmL.A., Inc.
6255 W Sunset Blvd, 12th Floor
Hollywood, CA 90028
t: (213)977-8600 - f: (213)977-8601
www.filmla.com

## Summary Information

**Permit No:** F00149067 **Type of Permit:** FILMING **Release Date:** 02/28/2019

**Production Company** UNIVERSITY OF SOUTHERN CALIFORNIA

**Insured Company Name** UNIVERSITY OF SOUTHERN CALIFORNIA

Contact Phone No. 1 213-740-2895
Contact Phone No. 2
Fax 213-740-7308
Address 851 DOWNEY WAY, HSH 300
LOS ANGELES, California 90089

**Production Title** PAPERCLIPS

**Type of Production** Student

**Producer** Kirsten Hoang

**Director** Madison Holbrook

**1st AD** Jason O'Connor

**Production Manager** Kirsten Hoang

**FilmL.A. Coordinator** Kristin Weber

**Location Manager** Kirsten Hoang
Primary Phone Mobile - 949-315-6561
Secondary Phone

**Location Assistant** Kevin Maxwell
Primary Phone Mobile - (323) 527-6067
Secondary Phone

## Fees

FILMLA NON-REFUNDABLE STUDENT PERMIT FEE SIMPLE $26.00

**Total Permit Fee** $26.00

**Number of Locations** 1

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## Summary Information — Location



| | | | |
|---|---|---|---|
| **Permit Number** | F00149067 | **Location Manager** | Kirsten Hoang |
| **Production Company** | UNIVERSITY OF SOUTHERN CALIFOR... | Primary Phone | Mobile - 949-315-6561 |
| **Insured Company** | UNIVERSITY OF SOUTHERN CALIFOR... | Secondary Phone | |
| **Production Title** | PAPERCLIPS | | |

**Location Address** 4730 Crystal Springs Dr, Los Angeles, CA, 90027

**Location Name** GRIFFITH PARK

**Location Type** Park

**Location Description** GRIFFITH PARK

**Film Dates** 3/1/2019 - 3/1/2019 07:00 - 12:00 1 day

**Open or Closed to the Public** Open

**Generic Conditions**
*LA CITY AND/OR LA COUNTY FIRE CHECKLIST ATTACHED TO FINAL PERMIT. THE PERMITTEE IS RESPONSIBLE FOR COMPLETING CHECKLIST PRIOR TO FILMING ACTIVITY AT THIS LOCATION. NON COMPLIANCE MAY RESULT IN ASSIGNMENT OF A FIRE OFFICER.
All vehicles must be parked on private property
Must comply with attached Rec & Park Conditions. Note: No smoking in City Parks unless guided by the Rec & Park Film Office Monitor or assigned Uniformed Fire Safety Officer in designated areas
Must Maintain 5' Clearance on Sidewalks/Walkways
Must maintain local/emergency access
No cast or crew parking on area streets
No interference with vehicular or pedestrian traffic

**Please see attached documents**
USC--PAPERCLIPS-STUDENT LETTER.pdf
OVERHEAD.pdf
GUIDELINES - 64412 MINERAL WELLS.pdf

**Equipment on Location**

| Type | Quantity |
|---|---|
| Cast/Crew vehicles | 4 |

**Personnel on Location**

| Type | Quantity |
|---|---|
| Cast | 2 |
| Crew | 4 |
| Spot Check | 1 |

**Filming Activities** Camera on sticks; Exterior Dialogue; PARK #644112; MINERAL WELLS - PICNIC AREA; NO GENERATOR;

**Jurisdiction**
**Political:** Los Angeles City - Council District 04
**Police:** Los Angeles Police Department
**Fire:** Los Angeles City

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## Summary Information

## Location



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| **Production Title** | PAPERCLIPS | | |

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**Approvals**

| | |
|---|---|
| LOS ANGELES CITY DEPARTMENT OF REC & PARKS - FILM OFFICE | Isabel Aguilar |
| LOS ANGELES CITY POLICE DEPARTMENT | Irene Martinez |

**Coordinator Note** BASE CAMP AND ALL CAST, CREW, PERSONAL AND EXTRAS VEHICLE PARKING WILL BE ON (PRIVATE) PROPERTY ONLY - ABSOLUTELY NO CAST, CREW, EXTRAS, AUDIENCE OR PERSONAL VEHICLES TO BE PARKED ON AREA STREETS, ROADS (INCLUDING SHOULDERS) OR ALLEYS.

**Coordinator Note** NO PARK FEES ASSIGNED - PER ISABEL AT THE PARK FILM OFFICE.

**Parking**

**Base Camp**
Location Type : Filming Location

**Crew Parking**
Location Type : Filming Location

**Parking Notes**
BASE CAMP AND ALL CAST, CREW, PERSONAL AND EXTRAS VEHICLE PARKING WILL BE ON (PRIVATE) PROPERTY ONLY - ABSOLUTELY NO CAST, CREW, EXTRAS, AUDIENCE OR PERSONAL VEHICLES TO BE PARKED ON AREA STREETS, ROADS (INCLUDING SHOULDERS) OR ALLEYS.

NO PERMIT

PRINT

USC School of Cinematic Arts

STUDENT PRODUCTION OFFICE
Telephone: 213.740.2695
Fax: 213.740.7306
Email: sproc@cinema.usc.edu

# STUDENT CERTIFICATION

**Falsifying information or using an invalid production number is a violation of the student conduct code. Production numbers may only be used for the class for which they are assigned.**

Date: 2/14/19 (Expires after 30 Days)

This is to certify that KIRSTEN MEANEY is enrolled in CTPR 310
NAME OF STUDENT CLASS NO.

for the SPRING 19
FALL/SPRING/SUMMER YEAR
semester and is engaged in the production of an authorized student project. USC Production Number: 19I-310-3634
PRODUCTION NO. [xxx-xxx-xxxx]

entitled PAPERCLIPS
TITLE OF THE PRODUCTION

The number of cast and crew members: 1-3 (4-10) / 10+
PLEASE CIRCLE ONE

The following individuals are members of the crew who are authorized to use this form:

| NAME | POSITION | PHONE NUMBER |
|---|---|---|
| MADISON HOLBROOK | DIRECTOR | (603) 545-2646 |
| KIRSTEN MEANEY | PRODUCER | (949) 315-6561 |
| KEVIN MAXWELL | DIRECTOR OF PHOTOGRAPHY | (323) 627-6067 |

Student productions undertaken by SCA students are for instructional purposes only and are not intended for any commercial use. **USC retains the copyright to the above stated student produced project.**

Student Signature: [signature] Date: 2/14/19

**SPO STAFF USE ONLY**

USC ID Number: 9523226226 Number of CREW members certified: 3

Staff Signature: [signature]

USC SCHOOL OF CINEMATIC ARTS
STUDENT PRODUCTION OFFICE

SPO

Revised 07/15/14

Permit #F00149067

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PARK FILM OFFICE
City of Los Angeles, Department of Recreation and Parks
4730 Crystal Springs Drive, (Mail Stop 664)
Los Angeles, California 90027
Telephone: (323) 644-6220 Fax: (213) 847-6056

# Film Production Guidelines

Welcome to the City of Los Angeles, Department of Recreation and Parks (Department). In our partnership to protect the environmental integrity of our parks the Park Film Office is providing guidelines to ensure a safe and successful film shoot. Please review and provide copies of these guidelines to the appropriate responsible persons. Thank you for the continuous use of our parkland.

## GRIFFITH PARK – MINERAL WELLS

- **Ok to film at Griffith Park – Mineral Wells Grassy area on 03/01/2019 (see plot plan).**
- **Ok for sony FSS, Tripod, boom, Dana Dolly, 2 C-stands, skilss**
- **Production not approved to be on hiking trails.**
- **Production is parking offsite.**
- **NO CATERING on-site, ok for a table setup for crafty.**
- **Does NOT have exclusive use of the park.**
- **No generator onsite.**
- **Production must stay under a production size of 10 or less.**
- **OK to do two-minute pedestrian control while cameras are rolling.**
- **NOT allowed to film any patron unless given permission with written consent.**
- **Use of City utilities (water and electricity) is $75 per use, per day and the company will be invoiced by the Park Film Office.**
- Vehicles and/or heavy equipment are not allowed on turf areas unless prior approval is given by the Park Film Office.
- Production companies must provide their own restroom and trash receptacles. The City dumpsters and trash cans cannot be used so all self-generated trash has to be removed and disposed of off-site.
- **No simulated sex allowed on Park property.**
- **No nudity allowed on Park property.**
- Film permits do not provide exclusive use of a park or recreation area.
- Service roads, parking lot driveway access, handicap or electric vehicle designated parking stalls may not be blocked or restricted. Emergency vehicle access lanes must be maintained in parking lots and park streets at all times.
- A 20 Foot unobstructed lane must be maintained between parked vehicles/trailers in all parking lots and Recreation and Parks roadways for emergency vehicle access.
- Due to underground plastic irrigation lines and trees having shallow root systems, staking and or drilling into turf, rocks, trees or asphalted areas is not permissible unless prior approval is given by the Park Film Office. This approval will be noted in the permitted guidelines.

NOT A PERMIT

- Locked park gates can only be accessed by a Park Film Office Monitor. Security of open gates must be provided by the permitted company. Any equipment that is permitted to stay overnight must be guarded by the permitted company's security group.
- Alterations to natural or manmade surroundings or content of the park are not permissible unless documented in these specific guidelines. The permit holder is financially responsible for all remediation should there be any damage or unauthorized alteration to Department property. The remediation and cost of will be determined by the Park Film Office.
- A Park Film Office Monitor(s) may be assigned to the permitted location. Their job is to ensure guidelines are followed, liaison between park patrons//, other City employees /and a communication link between Permitee and the Park Film Office for any additional needs or authorizations. When the Park Film Office is closed the Park Film Monitor has the authority and responsibility to modify these guidelines within the parameters given to them by their supervisor. The Park Film Monitor has access 24/7 to contact their supervisors if needed. The Permitee will be required to adhere to the instructions, restrictions and requests given by the Park Film Monitor.
- Smoking is prohibited on all Department properties. An exception has been made for permitted film production companies to smoke in areas that are designated by the Fire Safety Officer or Park Film Monitor. If a Fire Safety Officer or Park Film Monitor is not assigned to the Permitee there will be no smoking with the exception of an actor smoking while performing or as part of the scene.
- A designated smoking area may not be near any patron activity or facility. Large buckets of sand or water must be placed in this area for disposal of tobacco or tobacco related products. The designated smoking area may be revoked or not allowed depending on weather and location conditions. Failure to comply with the smoking restrictions may result in a fine.

**F- 149067/**
**UNIVERSITY OF SOUTHERN CALIFORNIA/ PAPERCLIPS**
**(GRIFFITH PARK – MINERAL WELLS)**

NOT A PERMIT